

Job Opportunity

Date: August 19, 2014

Position Title: Judicial Assistant

Salary: \$15.63/hour

Department/Division: **Judge Joseph Mikitish – Family Calendar**

Location: Central Court Building
201 West Jefferson Street
Phoenix, AZ 85003

Job Requirements: Under general supervision performs administrative and legal secretarial work of average difficulty in support of court proceedings.

Comments: Judge Mikitish seeks a full-time Judicial Assistant to start **September 8, 2014**. This recruitment is ongoing until the position is filled. All interested applicants should email or fax a cover letter and résumé to:

E-mail: MikitishJ@superiorcourt.maricopa.gov
Please include cover sheet

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 11 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules.
EOE

PRIMARY DUTIES OF THE POSITION:

Organizes and directs the administrative functions in support of court activities; sets motions for hearing and trial dates; arranges for interpreters and pro tem judges as necessary; resolves administrative problems; maintains court personnel, attendance and performance records; transcribes a variety of letters, memoranda and jury instructions when requested; prepares, maintains and revises daily court calendars; handles a variety of requests, inquiries, and complaints from litigants, general public, lawyers, judges and other court personnel; notifies all parties as the dates of proceedings; supervises support staff of the court including assisting with selection, training and evaluation.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED

Knowledge, Skills, and Abilities: Some knowledge of court procedures, legal terminology, office procedures and practices, the legal requirements for processing court documents, supervision, and personnel administration. Ability to understand and follow quickly and accurately brief oral and written instructions; make sound decisions in accordance with regulations, policies and procedures; maintain a court calendar and work effectively with judges, commissioners, attorneys, court personnel, and the general public.

Minimum Qualifications: High School Diploma or G.E.D Certificate and two years experience on a judicial staff in the Court System or three years in a law office, preferably with one year in a

lead capacity. One year of experience can be substituted with completion of an accredited “legal secretary” or “paralegal” training program, or completion of thirty hours of college level courses.

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act ADA, please call 602-506-4473.